16 Jun. 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-802-2

SUBJECT: Determining and Recording In- and Out-Casual Status of
Employees

1. General:

The Processing and Records Division (PRD) is responsible for
establishing and maintaining necessary records concerning staff employees
who are assigned to positions on foreign field tables of organization
(T/O) but who are in an in- or out-casual status for training, transporta-
tion, or similar purposes.

2. Definitions:

a. In-casual

An employee who continues to encumber a position on a foreign
field T/O after having returned to the United States on a permanent
change of station (PCS).

b. Out-casual

An employee who is assigned to a position on a foreign field
T/O but is actually performing duties or training in the United States
or has not departed from the continental U. S. for his overseas
assignment.

3. Procedures:

a. Identification of In-casuals:

(1) Central Processing Branch (CPB) will initiate Form No.
37-200, IN- AND OUT-CASUAL STATUS RECORD, (attachment) for each
in-casual who reports to headquarters and will transmit this
form to Transactions and Records Branch (TRB) in triplicate.

(2) TRB will record the individual's status as in-casual
in the Position Control File, and distribute the Form No. 37-200
as follows:

(a) Original - Official Personnel Folder

(b) One copy - Machine Records Division, Office of
Comptroller

OPM 36-54

(c) One copy - Finance or Fiscal Division, Office of Comptroller, as appropriate

Copies for distribution to the Office of Comptroller will be forwarded daily by transmittal memoranda addressed to the appropriate Divisions.

b. Removal from In-casual Status:

Upon receipt of an appropriate personnel action, TRB will indicate removal of an employee from in-casual status by initiating Form No. 37-200 in triplicate. This change will be recorded in the Position Control File and the Form No. 37-200 distributed as indicated in paragraph 3a(2), above.

c. Identification of Out-casuals:

Upon receipt of an appropriate personnel action effecting appointment or reassignment to a position on a foreign field T/O, TRB will initiate Form No. 37-200, in triplicate, placing the individual in an out-casual status. This change will be recorded in the Position Control File and the Form No. 37-200 distributed as indicated in paragraph 3a(2), above.

d. Removal from Out-casual Status:

When OPB has established a definite date of departure from the continental United States, Form No. 37-200 will be completed, in triplicate, setting the date of removal from out-casual status as the date of departure from the continental United States. This change will be recorded in the Position Control File and the Form No. 37-200 distributed as indicated in paragraph 3a(2), above.

4. Reporting:

a. The Planning and Analysis Staff (PAS) will compile a report as of the end of each calendar month including the following information on casuals for Offices of the Deputy Directors (Administration), (Intelligence), and (Plans), the Office of Communications, the Office of Training and the Office of Personnel:

(1) A machine records list of in-casuals, indicating name, organization, and beginning date of in-casual status.

(2) A machine records list of out-casuals, indicating name, organization, and beginning date of out-casual status.

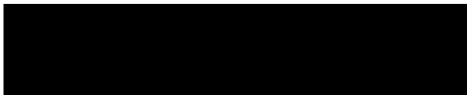b. These reports shall be distributed as follows:

(1) Complete report to the Assistant Director for Personnel

(2) Complete report to the Chief, PAD

(3) One copy of that portion of the report concerning his respective jurisdiction to each of the following:

Deputy Directors (Administration), (Intelligence) and (Plans)

Assistant Director for Communications

Director of Training

25X1A

George E. Meloon
Deputy Assistant Director
for Personnel

Attachment *need* :

① Formalize the above by transfer of $ to clean up costs $ V.O.

② Bring the situation out from under the rug.

③ clean up unv. funds

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